

NOTICE OF VACANT POSITION

As of October 4, 2021

Research Information Communication Utilization Division

Two (2) Project Technical Assistant VI (Outsource) - Programmer

Basic Salary: P33,575.00/ month

Qualification Standard

Education: Bachelor's Degree relevant to the job
Experience: None required
Training: None required
Eligibility: Career Service (Professional) Second Level Eligibility

Preferred Qualifications/ Attributes

- Bachelor's Degree preferably in Computer Science or Information Technology;
- Has experience in MySQL programming and PHP;
- With strong work ethic and positive attitude; and
- Must be coachable, team-player and can work with minimum supervision.

Duties and Responsibilities

1. Information Systems Development

- Write, update and maintain computer programs or software packages to handle specific jobs.
- Write, analyze, review and rewrite programs using workflow chart and diagram and applying knowledge of computer capabilities, subject matter and symbolic logic.
- Consult with managerial and technical personnel to clarify program intent, identify problems and suggest changes.
- Perform systems analysis and programming tasks to maintain and control the use of computer systems software.

2. Information Systems Documentation

- Compile and write documentation (e.g. manuals and how-to's) of programs developed and subsequent revisions, inserting comments in the coded instructions so others can understand the program.
- Submits reports in a timely manner.

3. Information Systems Maintenance and Enhancement

- Define and resolve problems in running computer programs.
- Correct errors by making appropriate changes and rechecking the program to ensure that the desired results are produced.
- Conduct trial runs of programs and software applications to be sure they will produce the desired information and that the instructions are correct.

- Perform or direct revision, repair, or expansion of existing programs to increase operating efficiency or adapt to new requirements.

4. Other Duties

- Conduct training, seminars, and workshops for software clients.
- Participate in implementing the PM's and WI's.
- Assist in updating and documenting of PM's and WI's.
- Perform other duties as assigned by the Division Chief.

DOST-PCHRD encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI) to signify their interest in writing. DOST-PCHRD complies with the Equal Employment Opportunity Policy (EEO) and that No person with disability shall be denied access to opportunities for suitable employment. A qualified employee with disability shall be subject to the same terms and conditions of employment and the same compensation, privileges, benefits, fringe benefits, incentives or allowances as a qualified able-bodied person.

Attach the following documents to the application letter and send to the address below not later than **October 18, 2021**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Accomplished Work Experience Sheet;
3. Performance rating **in the last rating period** (if applicable);
4. Photocopy of certificate of eligibility/rating/license; and
5. Photocopy of Transcript of Records and Diploma
6. Photocopy of training/seminars attended;
7. Photocopy of Service Record/ Certificate of Work Experience; and
8. Application Letter addressed to :
DR. JAIME C. MONTOYA
Executive Director

In compliance with the community quarantine now taking effect in different regions of the country due to the pandemic COVID-19, **QUALIFIED APPLICANTS** are advised to send through email their application requirements addressed to:

MS. JESSAMYN BUCLATIN
ACCOUNTANT III
OIC - Human Resource Management Section
Philippine Council for Health Research and Development -DOST
Saliksik Building, General Santos Avenue, Bicutan, Taguig City
Bicutan, Taguig City
pchrd.hrrecruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

JAIME C. MONTOYA, MD, MSc, Ph.D, CESO II
Executive Director

Date Posted: **September 24, 2021**

NOTICE OF VACANT POSITION

As of October 4, 2021

Research Information, Communication, and Utilization Division

Project Technical Specialist I (Outsource) – Creative Multimedia

Basic Salary: P36,628 / month

Qualification Standard

Education: Bachelor's Degree relevant to the job
Experience: None required
Training: None required
Eligibility: None required

Preferred Qualifications/ Attributes

- Bachelor's Degree preferably in Marketing / Arts / Design / Creative Multimedia / Mass Communication / Development Communication or equivalent;
- At least a year of working experience in the related field;
- Knowledgeable in Adobe Photoshop, Illustrator / Premiere / After Effects / CAD, 3D Graphic Design, Zoom
- Can work under pressure and in minimal supervision
- High degree of independent judgement
- Strong coordination skills and ability to multi-task

Duties and Responsibilities

1. Supports the Communication Unit of the Council;
2. Assists in the video shooting and recording of the Executive Director and other DOST official's presentations, speeches, messages, and the likes;
3. Assists in the development of publication materials;
4. Assists in the implementation of promotional strategies, marketing communications, and public relation activities;
5. Incorporates and ensures brand consistency of the Council; and
6. Performs other duties and functions assigned from time to time.

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Executive Director

Date Posted: October 4, 2021

NOTICE OF VACANT POSITION

As of October 4, 2021

Research Information, Communication, and Utilization Division

One (1) Project Technical Assistant IV (Outsource) – Communication / Marketing

Basic Salary: P28,276/ month

Qualification Standard

Education: Bachelor's Degree relevant to the job
Experience: None required
Training: None required
Eligibility: None required

Preferred Qualifications/ Attributes

- Bachelor's Degree preferably in Mass Communication / Development Communication;
- Strong interest in health science;
- At least a year of working experience in the related field;
- Familiar with the latest updates on SEO, SEM, email, advertising campaigns, and social media trends;
- Knowledgeable in Adobe Photoshop, Illustrator / Premiere / After Effects / CAD, and 3D Graphic Design;
- Can work under pressure and in minimal supervision;
- Strong coordination skills and ability to multi-task.

Duties and Responsibilities

1. Supports the Communication Unit of the Council;
2. Produce articles for publication in print and online;
3. Conceptualizes, develops, and implements promotional materials such as videos, animations, documentaries, etc.;
4. Write and proofread content, press release and other type types of content as needed;
5. Assists in the development of content of PCHRD Social Media pages;
6. Assists in the implementation of promotional strategies, marketing communications, and public relation activities;
7. Analyzes social media and websites activity reports to continuously improve the visibility of the Council; and
8. Performs other duties and functions assigned from time to time.

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